

**Department of Human Services**  
**INSTRUCTIONS FOR USE OF FORM HS-3408**  
**Application for Child Care Payment Assistance/Smart Steps**

**1. Purpose of the form**

For families to apply for Child Care Payment Assistance/Smart Steps

**2. When it is used**

When applying for Child Care Payment Assistance/Smart Steps

**3. Who completes the form**

Customer

**4. An explanation of what goes into any field that is not clearly self-explanatory**

NA

**5. Who needs the original and where should it be filed**

Child Care Certificate (CCC) county Office and filed in CCC Case File

**6. Who needs a copy and where should it be filed**

NA

**7. Length of time the form must be maintained after the service is rendered/case closed**

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